

**Welcome!**

*New Board Member  
Orientation Guide*

## Welcoming New Board Members

*We are excited about welcoming new board members to this organization. There is a lot to learn about what we do and how we do it. We hope this orientation guide will assist you in your early days with the organization.*

### **Objective of this guide**

As a new board member, there will be some activities we want to ensure you complete early in process. Your responsibilities are described in this booklet. We have also provided you with checklists to help you keep track of your process.

### **Prior to joining the board**

Below is a list of items that should have been completed. This will help ensure a smooth start in the organization.

#### ***Extending the offer and board vote***

- You will meet with 2-3 members of the board during your interview process and with the Executive Director.
- A decision will be made to further nominate you to the board during that period. Once a decision has been made, you will be extended an offer through email by the Board Chair, one month prior to the voting day. The date of the vote for your board nomination is [xx/xx/xxxx].
- After the vote is complete, you will be considered a board member and may continue onboarding processes.
- Work with your organization's Executive Director for completion of the appropriate forms and activities.

## *As a Board Member*

### *Required onboarding paperwork*

- **Board of Trustee Commitment.** This document outlines what we expect of you as a board member, specific responsibilities, and confidentiality requirements.
- **Conflict of interest disclosure statement.** This is a questionnaire prepared to ensure that you do not have a financial or interest-bearing affiliation with the organization that may prevent you from making sound decisions in the interest of the organization. If you feel that the questionnaire is incomplete in any way, please ensure you email the Executive Director immediately and state your additional facts.
- **Gift Policy and disclosure form.** This document ensures you are aware that you may not accept gifts from any individuals or companies that do business with the organization.
- Complete a **board member profile.** Provide Executive Director an updated Resume and Bio. Include any details for the ED that would be needed in a press release.
- It is also required that as a Board Member you make a **meaningful donation** to the organization each calendar year. Please indicate when you will be making this donation to the Executive Director for planning and tracking purposes.
- [\*\*\* Question to note \*\*\*\* Should this paperwork be sent each year to all the board members as a reaffirmation?]

## **Executive Director: 2 Weeks Prior to Start**

- Sending onboarding paperwork and commitments to board nominees to review
  - Include organization mission/vision statement
  - Include individuals and businesses that contribute to organization to enable new board member to complete the conflict of interest paperwork
- Provide date and time of the vote date with necessary instructions
- Provide list of future board meeting dates and times
- Provide list of upcoming events (dates and times) and fundraising activities
- Provide list of committees, committee purpose/vision, dates and times for committee meetings, including committee chairperson names.
  - **Executive Committee:** The Executive Committee serves at the pleasure of the Board Chair and full Board of Trustees and is responsible for working in support of, or occasionally in place of, the full board. The Executive Committee shall consist of the elected officers (i.e., board chair, chair-elect, immediate past chair, secretary-treasurer, secretary-treasurer-elect) of the board and the chairs of all standing committees. The chief executive shall serve on the committee without a vote. The Committee Chair is the Chair of the Board, who serves a term to correspond with the term as Board Chair.
  - **Governance:** The governance committee is commissioned by and responsible to the Board of Trustees to assume the primary responsibility for maintaining the health and function of the Board of Trustees. To that end, the Governance Committee is responsible for recruitment, nominations, orientation, training, and evaluation in accordance with the bylaws, policies and practices approved by the Board of Trustees. It shall analyze regularly the performance of members of the board and consult with those not performing adequately.
  - **Development:** The Development Committee is responsible for overseeing the organization's overall fundraising, and in particular the fundraising done by the board. The development committee works with the board chair, the chief executive, and other development staff to provide valuable input for developing the fundraising plan and engaging the entire board in fundraising.

- Set up call one week before vote day to review any questions about onboarding paperwork
- Set up a seasoned board member as a mentor/buddy to each new board member. Request mentor to set up meeting with new board member after the board vote.
- Set up post vote **Orientation meeting** (2x 1 hour as necessary) with new board members.
  - o Orientation delivered by Board Chair or Vice Chair and Executive Director.
  - o Agenda:
    - Provide one-page history – significant events, people, changes that Board members should be aware for context
    - Distribute and review Board organization chart
      - Succession planning cycle
    - Distribute and review Organization chart
    - Provide one page - Significant successes (last 12 months) and challenges (forward 12 months)
      - Identify 3 most critical tasks/objectives of the board
    - New Member goals and objectives / expectations

***Mentor: within 15 days of vote***

- Meet with new board member to review:
  - Organization's mission statement
  - 12- month Goals and Objectives
  - Organization chart and overview
  - Committee request/choices
    - New Board member email mentor and ED with committee choices
- Schedule a new member "check-in" at 90 days (can be earlier or as needed)
  - Mentor should check in with new member about any assigned goals/objectives or tasks.
- Schedule live meeting at meaningful location or event for immersion experience

***Executive Director: within 1 month of vote***

- Hold orientation meeting(s)
- Send press release or internal announcements, as necessary

## Critical Links

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## Board Member List

Name	Phone	Email	Committee	Day role



[thrivewisesolutions.com](http://thrivewisesolutions.com)  
[linkedin.com/company/thrivewise-solutions](https://www.linkedin.com/company/thrivewise-solutions)  
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